

Internal/External
STATE OF MONTANA JOB VACANCY

DEPARTMENT OF CORRECTIONS
An Equal Opportunity Employer

June 5, 2007

Job Title:	PREA Investigator/Research Analyst	Position No.:	64139109
Division:	Health Planning and Information Services	Bargaining Unit:	None
Location:	Helena/negotiable w/central location	Supplement:	Yes
Status:	Permanent/Full-Time (Grant Funded)	Shift:	TBA
Salary:	\$18.065--\$22.582 per hour	Band:	6
Benefits: State employees working at least half-time are also provided paid health, dental and life insurance. Other benefits for eligible state employees include a credit union, a deferred compensation program, public employees' retirement program, 15 working days annual leave per year, 12 days sick leave per year, paid holidays, and up to 15 days military leave with full pay. Earned leave benefits may be used for maternity and parental (birth/adoption) leave and for immediate family illness care.			

Application Deadline: Applications may be returned to any local Job Service Office or the Department of Corrections by email, fax or hard copy.

Human Resources, Room 311
P.O. Box 201301
1539 11th Ave.,
Helena, MT 59620-1301

fax to (406)444- 4551

email to hrcen@mt.gov

No later than 5:00 p.m., June 19, 2007

Application materials are available on the web at <http://mt.gov/statejobs/statejobs.asp>

Special Information: *This position is based on a two year grant program pertaining to the Federal "Prison Rape Elimination Act of 2003." This program will be established to address the problem of sexual abuse of persons in the custody of U.S. correctional agencies. The two year Program Coordinator will implement monitor and coordinate the required deliverables and identified training for staff and inmates in department and contracted facilities around the state to include community corrections. The position will require a considerable amount of travel due to the large size and rural nature of the state. Continuation of this position after the two-year grant program will depend on continued funding.*

Reasonable Accommodations: Under state and federal law qualified applicants with disabilities are entitled to reasonable accommodations. Modifications or adjustments may be provided to assist applicants to compete in the recruitment and selection process, to perform the essential duties of the job or to enjoy equal benefits and privileges of employment available to other employees. An applicant must request an accommodation when needed. If you need any such accommodation, contact a Personnel Specialist at 444-0439. The Department of Corrections is a smoke free agency.

Equal Employment Opportunity Employer: The Department of Corrections does not discriminate on the basis of disability or other legally prohibited basis. And will provide upon request reasonable accommodations to enable an applicant with a disability to apply and interview for a position. Minorities and women are encouraged to apply.

Typical Duties:

This position will require extensive in-state travel

Investigation Process:

- Develops a case plan, including methods, procedures, equipment, and timing based on knowledge of investigative techniques and criminal and evidence law, which outlines investigative steps and estimated completion dates to ensure maximum effectiveness of time and a complete and accurate investigation.

- Identifies and locates witnesses, victims and suspects through the use of criminal history, driver's records, work records, parole information, prison intelligence and other methods to allow for interviews needed to investigate an allegation.
- Interviews witnesses, victims and suspects by using proper interview technique and knowledge of the requirements and limitations of Miranda Rights generally and as they apply to inmates, parolees and probationers, to identify direct testimony which may establish key facts of an investigation. Conducts investigations with knowledge of inmate culture, facility dynamics and institutional policies and procedures.
- Properly identifies and handles all evidence which may relate to an investigation through use of appropriate packaging material and evidence logs to preserve the evidence if needed for lab analysis or future prosecution and to document and ensure a concise chain of evidence for each investigation.
- Conducts or participates in institutional and other searches to locate evidence or suspects by being familiar with search procedure and limitations inside and outside institutions to obtain needed evidence.
- Packages and submits potential evidence to the crime lab by using proper packaging and lifting procedures including photographing and diagramming each piece of evidence to ensure quality is maintained for lab analysis and crime scene reconstruction as needed for prosecution of the case.
- Conducts or assists with electronic surveillance to obtain evidence through the use of an undercover operative or ensure the safety of another officer functioning in an undercover role.
- Coordinates and facilitates requests for assistance from Sheriff or Police Departments, Federal agencies, the State Criminal Investigation Bureau or other state, or local law enforcement personnel when needed to properly investigate internal or follow external criminal activity to its source.
- Conducts internal and confidential affairs investigations concerning very sensitive security issues potentially involving inmates, protective custody inmates, visitors and staff by matching accepted investigation techniques to the situation presented and by analyzing data (directly and indirectly obtained) in order to develop an accurate and defensible case file.
- Testifies in criminal, civil and administrative actions as the investigating officer for the Department to ensure successful prosecution or determination of the incident.
- Conducts undercover investigations of criminal activity in departmental and contracted facilities by posing as an employee/patient in order to obtain necessary information for criminal/disciplinary cases.
- Prepares and executes search warrants, petitions, formal orders, affidavits, and legal documents in maintaining detailed documentation of investigative process using writing skills and knowledge of judicial procedures and document formats.
- Operates the prison Criminal Justice Information Network equipment in order to receive, send and collect investigative information to assist in resolving criminal activity or dissemination of intelligence information.
- Reviews and determines if results of breathalyzer testing would serve as evidence or intelligence to establish illegal or unauthorized substance usage.
- Coordinates with DOC Investigation and Compliance Monitoring Bureau for intelligence and conducting PREA Investigations.

Research and Analyze Data

- Research and select information systems and sources to be used for study.
- Identifies appropriate areas of research based on needs assessment of direction from management.
- Establishes methods and procedures to assure quality of data collected
- Establishes parameters for design of databases.
- Confers with information technology (IT) staff and approves implementation.
- Writes documentation to define reporting fields.
- Consults with officials of state and federal agencies and private entities to coordinate development and design of research projects.
- Identifies erroneous and questionable data and contacts or directs staff to contact providers to verify and correct the issue or concern.
- Reviews and updates data ensuring output is consistent with study.
- Analyze data and interprets trends and results of studies and develops conclusions.
- Collects and reviews documents including inmate or patient requests to staff, disciplinary reports and grievance reports related to any investigation. Acts as a central repository for this information in order to detect activities which may threaten institutional security or give clues to criminal activities, by

analyzing and interpreting information to determine relationships between and among various incidents and the implications of the information.

Development of report of findings.

- Compiles and disseminates research results in formats appropriate to various users and makes oral presentations of findings.
- Recommend or perform follow up studies of problem areas.
- Keeps detailed and accurate investigative case notes to allow for later report preparation and accurate testimony.
- Completes investigative case reports using report writing technique which identifies all relevant facts and includes a case summary, evidence list, witness list and narrative and for more complex investigations may also include photo logs, crime scene diagrams and investigative flow charts which provide the reader with an easy to read and understandable description of each investigation and the supporting facts.

PREA Project Support

- Conducts statewide training on PREA as directed by the PREA Coordinator.
- Regularly updates the PREA Coordinator regarding activities, PREA investigations, and interpretation of information through briefings, memorandums, and required activity reports.
- Operates within the budget allowed for PREA activity and allocates time to ensure statewide availability of PREA investigative services while providing direct support to the PREA coordinator.
- Serves as a member of the MDOC audit team to conduct PREA audits.

Competencies:**CUSTOMER ORIENTATION**

Creates an atmosphere in which timely and high quality information flows smoothly between self and customer. Encourages open, honest and constructive expression of ideas and opinions. Demonstrates active listening skills. Uses appropriate body language. Seeks to understand others' viewpoint. Analyzes the customer needs and adjusts to the perspective of the customer, when appropriate.

SPEAKING EFFECTIVELY

Expresses and presents thoughts and ideas clearly, succinctly, and in an understandable manner individually and in a group. Adjusts language, delivery or terminology to meet the needs of the audience. This competency includes any type of verbal communication, such as giving presentations, providing training, giving testimony, speaking in person or by telephone

WRITING EFFECTIVELY

Expresses and presents information and ideas in writing that is clear, succinct and understandable. Adjusts the language, writing style and terminology used to meet the need and level of understanding of the reader. Utilizes knowledge of the structure and content of the English language, including the meaning and spelling of words, rules of composition, and grammar. (This competency includes any type of formal or informal written communication: i.e. letters, reports, studies, presentations, articles, rules, policies, procedures, manuals.)

DECISION MAKING

Independently takes action and responsibility for solving problems. Makes decisions designed to achieve desired outcomes. Challenges the status quo by taking calculated actions in complex, ambiguous, contentious or hazardous situations to force an issue or set a direction.

EFFICIENCY AND FOCUS

Focuses efforts and energy on successfully attaining clear, concrete, accurate, timely and measurable outcomes of importance to the organization. Persistent even when challenged by obstacles or opposition.

NETWORKING

Builds networks of useful relationships necessary to achieve positive results. Knows how internal and external organizations work. Cognizant of different roles and positions of power, and then utilizes this information to influence outcomes. Knows how to work with people and organizations in order to reach successful outcomes.

ETHICS

Models high standards of honesty, integrity, trust, and openness. Knows, understands, and follows through with the correct standards of conduct and moral judgment required; is willing to act outside the norm when needed to adhere to ethical principles. Communicates and demonstrates actions in a consistent manner. Respects others, regardless of individual capabilities, agendas, opinions or needs.

MATURITY AND EMOTIONAL DISCIPLINE

An individual, who handles a wide variety of situations in a sensible, reasonable and professional manner. Maintains composure and displays restraint when faced with opposition, stress, or hostility from others. Uses experience to demonstrate wisdom, responsibility and reliability in any type of situation.

FLEXIBILITY AND ADAPTABILITY

Accepts change as a healthy and normal part of growth. Receptive to new information and recognizes the validity of various viewpoints; sees situations objectively. Responds positively to changes in direction and priorities, responsibilities or assignments. Adjusts to multiple demands, priorities, ambiguity and change positively. Works effectively within a variety of situations, individuals or groups.

ANALYTICAL THINKING

Breaks problems into component parts. Considers and organizes parts in a systematic way. Looks for underlying causes or thinks through the consequences of different courses of action.

Education and Experience:

- Skills and abilities in this position are normally acquired through a combination of education and experience equal to a bachelor's degree in Public Administration, Criminal Justice, Sociology, Psychology, or closely related field with coursework in criminal justice field from an accredited college or university and 3 to 4 years of job related experience.
- Required Training-- Firearm training, POST Law Enforcement Basic Certificate (or equivalent from other state, Must meet eligibility requirements for the POST Law Enforcement Intermediate Certificate.
- Preferred Training in sex crimes.
- Must have a valid driver license.
- Two years of experience working in law enforcement, corrections, investigations, or public safety, may be substituted for each year of higher education.

THE AGENCY MAY CONSIDER A TRAINING ASSIGNMENT

Application and Selection Process: Selection procedures to be used in evaluating applicants' qualifications may include, but are not limited to, an evaluation of the Montana State Application form; a structured interview; a performance test, supplemental questions and an extensive background check. Application materials required are:

1. Signed and completed State of Montana Employment Application (PD-25, Rev. 6/91 or 12/93). **Portions of the application may be photocopied if legible (see page 1 for instructions).**
2. Applicants claiming the **Veteran's or Handicapped Person's Employment Preferences** (see State of Montana Employment Application, PD-25) must provide verification of eligibility with the application materials. The required documentation includes a DD-214 or the SRS Certification of Disability form.
3. Authorization to Release Information. This Authorization is required for all positions within the Department of Corrections.

****HIRING AUTHORITY DOES NOT RECEIVE THIS FORM DUE TO REQUEST FOR DATE OF BIRTH.****

Applications will be rejected for late, incomplete, or unsigned application materials. Applicants who make willful misrepresentation during the application process will be excluded from further employment consideration for the position or will be removed from appointment. This job posting is an advertisement for the solicitation of applicants for the position. It is not intended to represent a contract between the employer and the applicant selected.

Immigration Reform and Control Act: In accordance with the Immigration Reform and Control Act, the person selected must produce, within three days of hire, documentation that he/she is authorized to work in the United States. Examples of such documentation include a birth certificate or social security card along with a driver's license or other picture I.D. or a U.S. passport or a green card.

Military Selective Service Act: You will be required to produce documentation showing you have complied with the Federal Military Selective Services Act. Examples of this documentation include a registration card issued by Selective Service or a letter from Selective Service that shows you were not required to register.

**DEPARTMENT OF CORRECTIONS
AUTHORIZATION TO RELEASE INFORMATION**

Applicant's Name:	
Other names Used:	
Social Security Number:	
Date of Birth:	

TO WHOM IT MAY CONCERN:

As an applicant for a position with the Department of Corrections, I am required to furnish information for use in determining my qualifications for the position for which I have applied as is evident through my past work record. I hereby expressly authorize the Department of Corrections to contact my present or past employers, co-workers, personal references or any other possible work references. I further expressly authorize those aforementioned past employers and/or references to respond to such work related inquiries and to provide any and all information that they may have concerning me, including information of a confidential or privileged nature. I further release those past employment sources from any liability, which may relate to the information provided to the Department in good faith.

I also authorize the Department to conduct a Criminal Records Check and Background Check via law enforcement agencies and/or an investigator, and an Abuse, Neglect or Mistreatment Check through the Department of Public Health and Human Services. I understand that the purpose of this record and background check is for purposes related to the hiring decision for the position that I have applied only.

This authorization shall be valid and effective for one year from the date signed.

Have you ever been convicted of Domestic Abuse, either Felony or Misdemeanor? If your answer is yes, please provide the date of the conviction and the jurisdiction in which the conviction occurred.

_____ No ____ Yes Date: _____ Jurisdiction: _____

Applicant's Signature: _____ **Date:** _____